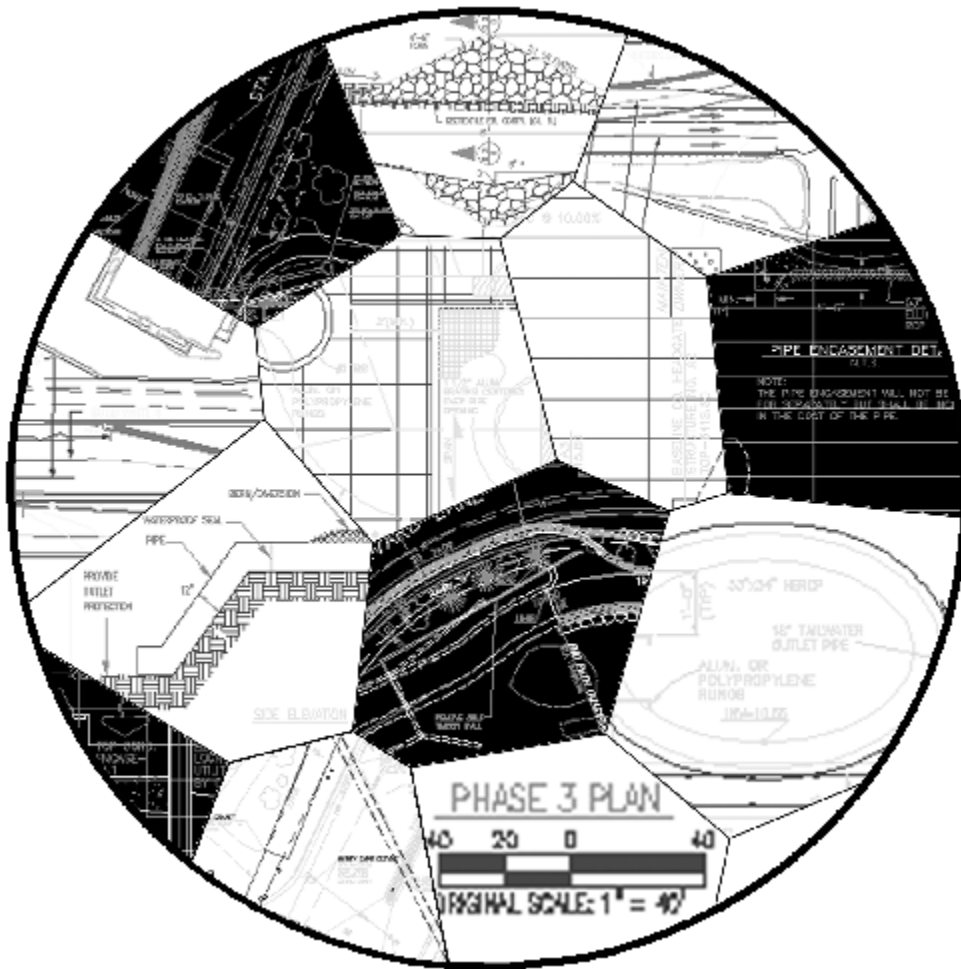


Final Plat for Subdivision

Attachment to *Technical Document Review Application*



City of Boulder Planning and Development Services Center

1739 Broadway, third floor

Mail: P.O. Box 791 Boulder, CO 80306-0791

Phone: 303-441-1880, Fax: 303-441-3241

Web: boulderplandevlop.net

Revised Aug. 2012

705.pdf

FINAL PLAT FOR SUBDIVISION - SECTION ONE

GENERAL INFORMATION

How to Use this Attachment

Section One of this attachment contains general information about the review type, and the process used to review your application. Keep this section as a reference while your application proceeds through review.

Section Two contains material that **you are required to fill out, detach, and submit with your application.** The Application Submittal Requirements checklist describes the minimum information to included in your application. Your application will not be accepted for review unless all the information is present.

Use the information in this attachment to prepare your application. The information in this, and related, attachments **identifies the criteria that will be used to evaluate your application.** Your application should **focus on demonstrating how your proposal complies with all the criteria.** Effective use of this attachment will help you avoid costly revisions to your application later.

Final Plat for Subdivision Summary

A final plat is a drawing of a subdivision that receives approval signatures, and is recorded with the County as the "official" record of the subdivision. A final plat can be approved if it is demonstrated that it conforms to the approved preliminary plat, that it complies with documentation requirements, and after a subdivision agreement has been signed by the property owner.

Standard vs. Complex Final Plat

A final plat is classified as either "standard" or "complex" for the purposes of determining the application fee. The amount of staff time required to review the plat and prepare associated subdivision agreements affects the classification. The following guidelines will be used by staff to determine if your final plat is "standard" or "complex:"

A final plat application is "complex" if:

1. The land area of the subdivision is five acres or more within a residential zone; or
2. The subdivision is for land within a non-residential or mixed use zone, and exceeds the threshold of required Site Review per Section 9-2-14, B.R.C. 1981, or
3. Staff determined and documented during a Pre-application Review or Preliminary Plat that the final plat would require significantly more than a typical amount of time to review and prepare subdivision agreements, and so would be classified as complex.

A final plat that does not meet one of the above guidelines will be classified as standard for application fee purposes.

The final plat application is reviewed by the city through the Development Review Committee (see attached Land Use Review/Technical Document Review Summary). If deficiencies are found, the applicant can submit up to two sets of revisions to correct the final plat. When the final plat is found to conform to all requirements, a subdivision agreement is prepared by the city. The subdivider must sign the subdivision agreement, and submit a signed mylar original of the final plat drawings. When that has been done, the city will issue a notice of decision ("disposition").

The notice of the decision is forwarded to the Planning Board. This initiates a 14 day "call-up" period. During this time, any Planning Board member, or any member of the public aggrieved by the decision, can request a public hearing on the final plat. **If called up**, the Planning Board will conduct a public hearing within 30 days prescribed by Chapter 1-3, "Quasi-Judicial Hearings," B.R.C. 1981, and render a final decision. After the call-up period has expired and approval is final, the city will record the final plat and subdivision agreement as the official record of the subdivision.

LAND USE REVIEW AND TECHNICAL DOCUMENT REVIEW PROCESS SUMMARY

The Planning Department coordinates discretionary reviews through a Land Use Review process. The various review types are listed on the Land Use Review Application Form and include annexation, site review, use review and preliminary plat for subdivision. The Land Use Review process is summarized here.

Pre-Application

If you are considering filing a development review application, a pre-application review may be beneficial. An interdepartmental city staff team is available to answer questions about applicable regulations, application requirements, and how they may affect a project on a particular site. Many pre-application questions can be answered without need for a meeting. Occasionally, staff will determine that a meeting will be the most effective approach. Pre-application review is optional; however, there are certain types of projects and reviews for which city staff recommends a pre-application review. Please refer to the pre-application review brochure for more information.

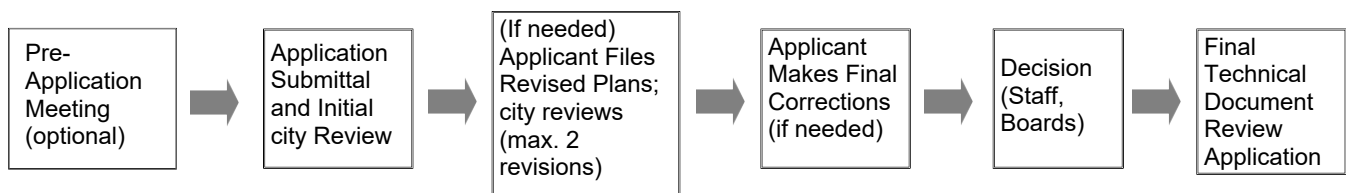
Application

A request for Land Use Review is made by completing and filing an application in the Planning and Development Services Center. Land Use Review applications are accepted daily. **Bimonthly deadlines are at 10 a.m. on the first and third Mondays of each month.** A case manager is assigned to each application and manages the land use review process for the individual project. The case manager also serves as the primary contact for the project in interactions with other city departments, the applicant and the public.

Review Schedule

Each application is assigned to a "track" based on availability of staff resources to conduct the review. The track assigned determines the land use review schedule which the project will follow and helps applicants to gauge the time needed to complete the review process. A generalized diagram of the land use review process appears below. Once a review track has been assigned, the city commits to this time schedule, assuming the applicant meets appropriate deadlines. In addition, the schedule may be accelerated or a project placed on a later track based on the applicant's response time, the number of revisions, and staff, Planning Board or City Council work volume.

Basic Steps in the Land Use Review (LUR) Process



Reviewers

The land use review process includes review by the Development Review Committee (DRC), which is made up of representatives from city departments and other referral agencies. Each representative provides review and comment about how the application complies with code and policy requirements within their area of responsibility. When the interests of individual departments diverge, developing consensus is the responsibility of the Policy Resolution Group (PRG), made up of supervisors of Planning and Development Services and the City Attorney's Office.

Initial Review and Review of Revised Plans

Public notice, by mail and posting a sign on the property, occurs during the initial review. The applicant is responsible for posting of a sign that is issued by the Planning and Development Services Center.

During a project's initial review, a summary of the city's findings, a list of requirements and informational comments are identified and given to the applicant in the form of Development Review Results and Comments.

Projects are reviewed for conformance with development standards and requirements and some are evaluated against qualitative design criteria. City comments and/or a decision are issued approximately three weeks after the start of the assigned review track.

Issuance of the Development Review Results and Comments concludes the services covered by the initial application fee. Any additional time spent by staff after this point is subject to hourly billing or by revision fees where applicable.

The case manager is available to meet with the applicant to review and discuss the city comments. After considering the issues identified in the initial review, the applicant is given the opportunity to propose revisions. Revisions must be submitted, or a written request for continuance received within 60 days from the date of city comments; otherwise, staff will either take action on the latest plans on file or the application is voided. Revised applications are evaluated by DRC staff members and review of revision comments are issued by the case manager within 15 working days after the start of the assigned review track. Up to two revisions may be filed for each project.

Decisions/Call-ups/Appeals

Depending on the potential impact, Boulder's land use regulations assign approval authority to either city staff, Planning Board, or both Planning Board and City Council. After the completion of staff review, the Planning Department either issues a staff decision or refers the project to the Planning Board or City Council. For site review, use review and subdivision (at final plat review), a "Notice of Disposition" is issued. This is a one- or two-page document stating the decision and listing any conditions of approval. These decisions are final after a 14-day "call-up" period. Staff-level decisions may be called up by the Planning Board for a final decision or appealed to the Planning Board by the applicant or any interested person. Planning Board decisions are also issued as dispositions and are final after a 30-day call-up period. Board decisions may be called up for review by City Council with a majority vote of City Council in favor of the call-up. Decisions by Planning Board and City Council are made following public hearings at regularly scheduled meetings.

Several types of Land Use Review applications do not have dispositions issued and follow a slightly different review process at the time of the project decision. For example, out-of-city utility permits are approved by city staff and subject to a call-up by the City Council. Annexations follow a state law approval process, including a recommendation by the Planning Board and approval of an ordinance at two readings by City Council. For additional information on the steps towards a final decision for a particular application type, please refer to the application attachment for the review type or contact the Planning and Development Services Center.

Technical Document Review and Permit Review

The conditions of approval for most Land Use Review applications will generally require several documents to be prepared, filed and recorded depending on the review type. These may include final plans (architecture, site, landscape), a subdivision final plat and agreement, a development agreement, engineering plans, and dedications of easements or rights-of-way.

For city review and approval of these technical and final documents, *the applicant files a Technical Document Review application*. The Technical Document Review process (TEC DOC) is similar to Land Use Review (same application deadlines, but no hearings are involved).

After the required technical documents have been approved, the applicant may file a building permit application for any new construction. Information on building permits is available in the Planning and Development Services Center (303-441-1880). The applicant may also need to obtain other permits to complete the project, including growth management allocations and floodplain development permits.

Expiration of Approval

For site and use reviews, the applicant must begin and substantially complete an approved project within three years from the date of final approval (or as modified by a specific development schedule). If a project is not completed within three years, or according to the project's approved development schedule, the approval expires. If the project is not completed within this time frame, the applicant may request administrative extension of the development approval. Up to two six-month extensions can be granted by staff. After that, extensions can only be granted by the Planning Board, after a public hearing, and upon a showing by the applicant that reasonable diligence has been exercised to complete the project.

FINAL PLAT FOR SUBDIVISION - SECTION TWO

APPLICATION SUBMITTAL CHECKLISTS AND FORMS **Submit with your application.**

Section Two contains:

- Final Plat for Subdivision Application Requirements checklist.
- Samples of Required Final Plat Signature Blocks and Sample of Final Plat
- Project Fact Sheet
- Sign Posting Requirements Acknowledgement Form

All of these documents must be filled out completely and submitted with your application, in the quantities specified on the Technical Document Review application form and on the Final Plat for Subdivision Application Requirements checklist.

FINAL PLAT FOR SUBDIVISION APPLICATION REQUIREMENTS AND CHECKLIST

Submit with your application.

A final plat application for subdivision must meet the basic requirements listed in the city's land use regulations (found in chapter 9-12, B.R.C. 1981). These requirements are detailed below and are listed on the Technical Document Review Application Form. **An application fee, as specified on the application form, is also required.**

All required materials must be included in order for an application to be accepted by the Planning and Development Services Center. Incomplete applications will not be accepted and will be returned to the applicant.

All application materials must be submitted in 5 collated packets, with one complete packet marked "Original." Each packet must contain one of each required plan, statement, etc. Every packet must include a cover sheet that clearly indicates the contents of the packet. Where fewer than 5 copies of an item are required, the cover sheet should clearly indicate the packets that contain those items.

Complete the checklist below, marking those items as they are included in your application submittal, and sign at the end. The checklist is intended to assist the applicant in collecting all of the required materials and to assist the Planning and Development Services Center in determining that all of the application requirements are met.

Final Plat Application Requirements

- ☐ 1. A complete **Technical Document Review Application Form**, including signatures by or the written consent of the owners of all property to be included in the development.
- ☐ 2. A completed **Sign Posting Acknowledgment form** (attached).
- ☐ 3. One (1) set of mailing labels and one (1) copy of the **names and addresses of tenants** (not property owners) of property abutting the subject property.
- ☐ 4. One (1) copy of the **legal description** of the subject property, printed clearly on an 8 ½" x 11" sheet.
- ☐ 5. Five (5) copies of a **vicinity map** (8 ½"x11") indicating the site and names of adjacent streets. If the site is less than one acre, the map must be drawn at a minimum scale of 1":200'.
- ☐ 6. Two (2) copies of a **current (within 30 days) title insurance commitment** or attorney memorandum based on an abstract of title must be submitted with the application at the time of application. An **update to the title insurance commitment** or attorney memorandum based upon an abstract of title must also be submitted current as of the date of submittal of the final plat on mylars.
- ☐ 7. Five (5) prints (24" x36", folded to 9" x 12" as well as a digital copy) of a **final plat map**, drawn to a standard scale showing existing and proposed lot lines and including the following:
 - ☐ A map of the plat drawn at a scale of no less than one inch equals one hundred feet (and a scale sufficient to be clearly legible; maps of two or more sheets shall be referenced to an index placed on the first sheet);
 - ☐ The title under which the subdivision is to be recorded;
 - ☐ Accurate dimensions for all lines, angles, and curves used to describe boundaries, public improvements, easements, areas to be reserved for public use, and other important features. All curves shall be circular arcs and shall be defined by the radius, central angle tangent, arc and cord distances. All dimensions, both linear and angular, are to be determined by an accurate control survey in the field that must balance and close within a limit of one in ten thousand. No final plat showing plus or minus dimensions will be approved;

- [] The names of all abutting subdivisions, or if the abutting land is unplatted, a notation to that effect;
 - [] An identification system for all lots and blocks and names of streets;
 - [] An identification of the public improvements, easements, parks, and other public facilities shown on the plat, a dedication thereof to the public use and areas reserved for future public acquisition;
 - [] The total acreage and surveyed description of the area;
 - [] The number of lots and size of each lot in square feet;
 - [] Proposed ownership and use of outlots;
 - [] The designation and delineation of the one-hundred-year flood, the estimated flow rate used in determining that designation, the base flood elevation, the source of the delineation, elevation, and flow rate data, and a statement that the designation, delineation, elevation, and flow rate is subject to change;
 - [] A description of all monuments, both found and set, that mark the boundaries of the property and a description of all control monuments used in conducting the survey;
 - [] A statement by the land surveyor that the surveyor performed the survey in accordance with state law;
 - [] A statement by the land surveyor explaining how bearings, if used, were determined;
 - [] The signature and seal of the Colorado registered land surveyor;
 - [] The square footage of each lot;
 - [] Certification for approval by the following:
 - A. Director of Planning,
 - B. Director of Public Works and Utilities,
 - C. Director of Parks and Recreation, if park land is dedicated on the plat, and,
 - D. Director of Open Space and Mountain Parks, if open space land is dedicated on the plat
 - [] Signature blocks for all owners and lenders with an interest in the properties involved (see sample signature blocks below), including but not limited to the lenders identified in a current title commitment;
 - [] A signature block for city manager's signature (see sample signature blocks below); and
 - [] A Clerk and Recorder's Certificate (see sample signature blocks below).
- [] 8. For final plats that require construction of public or private infrastructure improvements, a **Final Construction Documents - Engineering Technical Document Review** must be submitted concurrently, including engineering drawings, certified by a professional engineer registered in the State of Colorado, meeting the requirements of the *City of Boulder Design and Construction Standards*.
- [] 9. If applicable, two (2) copies of **documents granting any easements** required as part of the plat approval, the county clerk and recorder's recording number and proof of ownership of the property underlying the easement satisfactory to the city attorney.
- [] 10. If applicable, two (2) copies of **covenants** for maintenance of private utilities or improvements.
- [] 11. If applicable, two (2) copies of **agreements with ditch companies**.

- [] 12. **Proof of authorization for Owner (If the owner is an entity)** Please note that different forms of documentation are required depending on the type of entity (i.e. a Limited Liability Company vs. a Corporation). The name and title of person(s) authorized to sign (Manager, President, etc) must be provided.

If the entity is a **Limited Liability Company (LLC)**, the following are **examples** of documentation that may be accepted, subject to the review by the city:

- ☐ Articles of Organization
- ☐ Operating Agreement
- ☐ Statement of Authority
- ☐ Attorney's Memorandum (must be dated and signed and include company name and title of the authorized person)

If the entity is a **Corporation**, the following are examples of documentation that may be accepted, subject to the review of the city:

- ☐ Articles of Incorporation/ Bylaws
- ☐ Corporate Minutes confirming current officers
- ☐ Statement of Authority or Corporate Resolution/Delegation
- ☐ Attorney's Memorandum (must be dated and signed and include company name and title of the authorized person)

Please note that a copy of the "Articles of Organization" or "Articles of Incorporation" listing the name of the "Registered Agent" alone is not sufficient proof of authorization to bind. The documentation provided must clearly show the name of the person who has the authority to sign on behalf of the entity.

- [] 13. The **final plat fee**, as stated on the Technical Document Review Application Form.
- [] 14. One (1) copy of a **computer check** to assure that the exterior lines of the subdivision of the final plat close. In the absence of such verification, the city shall obtain such computer check, and the subdivider shall pay the fee therefore prescribed by section 4-20-34, B.R.C., 1981 before recording the plat.
- [] 15. One signed **Acknowledgement of Obligation to Pay** form for applications that may include hourly billing.
- [] 16. Evidence that adequate utility services, including **electrical, natural gas, telephone**, and other services, are provided for each lot within the subdivision.

***Note: At the time your Final Plat is ready to be approved, you will be required to submit a reproducible ink-on-mylar original of the final plat, suitable for signature and recordation.**

(signature of person who filled out checklist)

(print name)

SAMPLES OF REQUIRED FINAL PLAT SIGNATURE BLOCKS

The following are samples of signature blocks typically required on final plats. Before a final plat can be approved, all information on the plat, including signature blocks, must be accurate and correct as to form. The following samples should be used to prepare final plat signature blocks that meet city requirements.

(OWNER'S SIGNATURE BLOCK APPEARS BELOW THE DEDICATION LANGUAGE)

BY: (NAME OF INDIVIDUAL)

ACKNOWLEDGMENT

STATE OF _____)
) SS.
COUNTY OF _____)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____, BY (NAME OF INDIVIDUAL).

WITNESS MY HAND AND SEAL.

MY COMMISSION EXPIRES: _____

[SEAL]

NOTARY PUBLIC

LENDER'S CONSENT AND SUBORDINATION

THE UNDERSIGNED, A BENEFICIARY UNDER A CERTAIN DEED OF TRUST ENCUMBERING THE PROPERTY, HEREBY EXPRESSLY CONSENTS TO AND JOINS IN THE EXECUTION AND RECORDING OF THIS SUBDIVISION PLAT, DEDICATION AND EASEMENTS SHOWN HEREON AND MAKES THE DEED OF TRUST SUBORDINATE HERETO. THE UNDERSIGNED REPRESENTS THAT HE OR SHE HAS FULL POWER AND AUTHORITY TO EXECUTE THIS LENDER'S CONSENT AND SUBORDINATION ON BEHALF OF THE LENDER STATED BELOW.

(NAME OF BANK)

BY: _____
AUTHORIZED REPRESENTATIVE

ACKNOWLEDGMENT

STATE OF _____)
) SS.
COUNTY OF _____)

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____, 20____, BY _____ AS _____ OF (NAME OF BANK).

WITNESS MY HAND AND SEAL.

MY COMMISSION EXPIRES: _____

[SEAL]

NOTARY PUBLIC

APPROVALS

DIRECTOR OF PLANNING

DIRECTOR OF PUBLIC WORKS AND UTILITIES

(THIS IS THE STANDARD VERSION)

CITY MANAGER'S CERTIFICATE

IN WITNESS WHEREOF, THE SAID CITY OF BOULDER HAS CAUSED ITS SEAL TO BE HEREUNTO AFFIXED BY ITS CITY MANAGER THIS ____ DAY OF _____, 20__.

ATTEST:

CITY CLERK

CITY MANAGER

(THE CITY MANAGER'S CERTIFICATE BELOW IS ONLY USED WHEN THERE IS AN EASEMENT BEING VACATED ON THE PLAT AND CANNOT BE USED TO VACATE ACCESS EASEMENTS)

CITY MANAGER'S CERTIFICATE

THIS IS TO CERTIFY THAT THE CITY OF BOULDER VACATES THAT PORTION OF THE _____ EASEMENT SHOWN ON THIS PLAT AND RECORDED AT _____ RECEPTION # _____ IN THE OFFICE OF THE BOULDER COUNTY CLERK AND RECORDER. THIS VACATION AND RELEASE OF SAID EASEMENT(S) EXTENDS ONLY TO THOSE PORTIONS AND TYPES OF EASEMENTS SPECIFICALLY VACATED. ANY CROSS EASEMENTS OVER THE ABOVE-DESCRIBED EASEMENT(S) ARE RESERVED AND ANY OTHER EXISTING EASEMENT(S) NOT SPECIFICALLY INCLUDED IN THE DESCRIPTION OF THE VACATED EASEMENT(S) DESCRIBED ABOVE ARE RESERVED.

IN WITNESS WHEREOF, THE SAID CITY OF BOULDER HAS CAUSED ITS SEAL TO BE HEREUNTO AFFIXED BY ITS CITY MANAGER THIS ____ DAY OF _____, 20__.

ATTEST:

CITY CLERK

CITY MANAGER

CLERK AND RECORDER'S CERTIFICATE

STATE OF COLORADO)
) SS.
COUNTY OF BOULDER)

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED IN MY OFFICE AT

_____ O'CLOCK __. M., THIS _____ DAY OF _____,

20_____, AND IS RECORDED AT RECEPTION # _____.

FEES PAID: \$ _____.

CLERK AND RECORDER

DEPUTY

SAMPLE FINAL PLAT

FLORAL PARK ADDITION REPLAT B

DEDICATION

KNOW ALL MEN BY THESE PRESENTS: THAT THE UNDERSIGNED, BEING THE OWNER OF THAT PARCEL OF LAND SITUATED IN THE CITY OF BOULDER, AND BEING LOCATED IN THE NORTHWEST QUARTER OF SECTION 6, TOWNSHIP 1 SOUTH, RANGE 70 WEST OF THE 6TH P.M., CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

CONSIDERING THE WEST LINE OF LOT 6, BLOCK 16, FLORAL PARK ADDITION, TO BEAR NORTH 0000°42" EAST, A DISTANCE OF 135.04 FEET BETWEEN THE SOUTHWEST CORRIDOR OF LOT 6 AND AN 11.00" OFFSET AT THE NORTHWEST CORNER OF LOT 6, WITH ALL BEARING CONTAINED HEREIN RELATIVE THERETO

BEGINNING AT SAID NORTHWEST CORNER OF LOT 6, BLOCK 15, FLORAL PARK ADDITION, THENCE ALONG THE NORTH LINE OF LOTS 5, 5 AND 4, OF SAID BLOCK 16. SAID LINE ALSO BEING THE SOUTH RIGHT-OF-WAY LINE OF MARIPOSA AVENUE. SOUTH 89°58'21" EAST. A DISTANCE OF 150.00 FEET TO THE NORTH EAST CORNER OF SAID LOT 4, THENCE ALONG THE EAST LINE OF SAID LOT 4, SOUTH 00°00'45" EAST. A DISTANCE OF 135.01 FEET TO THE SOUTHEAST CORNER OF SAID LOT 4, THEN ALONG THE SOUTH LINE OF LOTS 4, 5 AND 6, OF SAID BLOCK 16, SAID LINE ALSO BEING THE NORTH LINE OF A 15' PLATTED ALLEY, NORTH 89°59'09" WEST, A DISTANCE OF 150.06 FEET TO THE SOUTHWEST CORNER OF SAID LOT 6, THENCE ALONG THE WEST LINE OF SAID LOT 6, NORTH 00°00'42" EAST, A DISTANCE OF 135.04 FEET TO THE NORTHWEST CORNER OF SAID LOT 4 AND THE POINT OF BEGINNING.

HAS CAUSED SAID PROPERTY TO BE LAID OUT, SURVEYED, SUBDIVIDED AND PLATTED UNDER THE NAME OF "FLORAL PARK ADDITION REPLAT B," A SUBDIVISION IN THE CITY OF BOULDER, COUNTY OF BOULDER, STATE OF COLORADO.

FOR THE APPROVAL OF "FLORAL PARK ADDITION REPLAT B" AND THE DEDICATIONS AND CONDITIONS WHICH APPLY THERETO THIS _____ DAY OF _____ 20____

BY: _____
(NAME OF INDIVIDUAL)

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) SS.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20____ BY (NAME OF INDIVIDUAL).

WITNESS MY HAND AND SEAL
MY COMMISSION EXPIRES: _____

[SEAL]

NOTARY PUBLIC

LENDER'S CONSENT AND SUBORDINATION

THE UNDERSIGNED, A BENEFICIARY UNDER A CERTAIN DEED OF TRUST ENCUMBERING THE PROPERTY, HEREBY EXPRESSLY CONSENTS TO AND JOINS IN THE EXECUTION AND RECORDING OF THIS SUBDIVISION PLAT, DEDICATION AND EASEMENTS SHOWN HEREON AND MAKES THE DEED OF TRUST SUBORDINATE HERETO. THE UNDERSIGNED REPRESENTS THAT HE OR SHE HAS FULL POWER AND AUTHORITY TO EXECUTE THIS LENDER'S CONSENT AND SUBORDINATION ON BEHALF OF THE LENDER STATED BELOW.

(NAME OF BANK)

BY: _____
AUTHORIZED REPRESENTATIVE

ACKNOWLEDGEMENT

STATE OF _____)
COUNTY OF _____) SS.

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME THIS _____ DAY OF _____ 20____ BY _____ AS _____ OF (NAME OF BANK).

WITNESS MY HAND AND SEAL
MY COMMISSION EXPIRES: _____

[SEAL]

NOTES

- 1) LAWYER'S TITLE INSURANCE CORPORATION, POLICY NUMBER 92413, DATED 9, 2008 AT 8:00 A.M., WAS ENTIRELY RELIED UPON FOR RECORDED INFORMATION REGARDING RIGHTS-OF-WAY, EASEMENTS AND ENCUMBRANCES IN THE PREPARATION OF THIS SURVEY. THE PROPERTY SHOWN AND DESCRIBED HEREON IS ALL OF THE PROPERTY DESCRIBED IN SAID TITLE COMMITMENT.
- 2) ACCORDING TO COLORADO LAW YOU MUST COMMENCE ANY LEGAL ACTION BASED UPON ANY DEFECT IN THIS SURVEY WITHIN THREE YEARS AFTER YOU FIRST DISCOVER SUCH DEFECT. IN NO EVENT MAY ANY ACTION BASED UPON ANY DEFECT IN THIS SURVEY BE COMMENCED MORE THAN TEN YEARS FROM THE DATE OF THE CERTIFICATION SHOWN HEREON.
- 3) THIS SURVEY IS VALID ONLY IF PRINT HAS ORIGINAL SEAL AND SIGNATURE OF SURVEYOR.
- 4) BASIS OF BEARINGS: AN ASSUMED BEARING OF N00°00'42"E BETWEEN A FOUND MONUMENT AT THE SOUTHWEST CORNER OF LOT 6 AND 11' OFFSET, AT THE NORTHWEST CORNER OF LOT 6, AS SHOWN HEREON.
- 5) ANY PERSON WHO KNOWINGLY REMOVES, ALTERS OR DEFACTS ANY PUBLIC LAND SURVEY MONUMENT AND/OR BOUNDARY MONUMENT OR ACCESSORY, COMMITS A CLASS TWO (2) MISDEMEANOR PURSUANT TO STATE STATUTE C.R.S. SEC 18-4-508.
- 6) FLOOD INFORMATION: THE SUBJECT PROPERTY IS LOCATED IN "ZONE A"; NO BASE FLOOD ELEVATIONS DETERMINED, AND "ZONE X (UNSHADED)" AREAS DETERMINED TO BE OUTSIDE 500-YEAR FLOODPLAIN, ACCORDING TO THE FEMA FLOOD INSURANCE RATE MAP: COMMUNITY-PANEL NO. 08013C0535 F, DATED JUNE 2, 1995. FLOOD INFORMATION IS SUBJECT TO CHANGE.
- 7) DATES OF FIELD WORK: MARCH 5 & AUGUST 7, 2008
- 8) THE FOLLOWING DOCUMENTS ARE MENTIONED IN THE ABOVE REFERENCED TITLE POLICY AND APPEAR TO AFFECT THE SUBJECT PROPERTY BUT CANNOT BE SHOWN GRAPHICALLY. THE FOLLOWING LIST CONTAINS THE TITLE COMMITMENT EXCEPTION NUMBER, DATE RECORDED, RECEPTION NUMBER AND/OR BOOK AND PAGE.
7. RESTRICTIONS THAT NO DWELLING SHALL BE ERECTED TO COST LESS THAN \$1500.00 NOR SHALL ANY BUILDING BE PLACED AT A DISTANCE OF LESS THAN 20 FEET FROM THE FRONT LINE OF THE LOT OCCUPIED, AS CONTAINED IN DEED RECORDED AUGUST 3, 1908 IN BOOK 228 AT PAGE 77.
8. JAN 4, 2008 REC.NO. 2903683 (DEED OF TRUST)
- 9) THE WORD "CERTIFY" AS SHOWN AND USED HEREON MEANS AN EXPRESSION OF PROFESSIONAL OPINION REGARDING THE FACTS OF THIS SURVEY AND DOES NOT CONSTITUTE A WARRANTY OR GUARANTEE, EXPRESSED OR IMPLIED.
- 10) THE SUBJECT PROPERTY IS ZONED RL-1, RESIDENTIAL LOW-, PER CITY OF BOULDER GIS WEBSITE. AS RESEARCH ON MARCH 11, 2008.
- 11) THE PROPOSED USE OF LOT 2A IS SINGLE FAMILY RESIDENTIAL.
- SURVEYOR'S CERTIFICATE**
- I, _____ A REGISTERED LAND SURVEYOR IN THE STATE OF COLORADO, DO HEREBY CERTIFY THAT THE SURVEY OF FLORAL PARK ADDITION REPLAT B WAS MADE BY ME OR DIRECTLY UNDER MY SUPERVISION MARCH 5, 2008; AND THAT THE ACCOMPANYING PLAT ACCURATELY AND PROPERTY SUBDIVISION AND THE SURVEY THEREOF.

COLORADO P.L.S. # _____ DATE _____

APPROVALS

DIRECTOR OF PLANNING

DIRECTOR OF PUBLIC WORKS AND UTILITIES

CITY MANAGER'S CERTIFICATE

IN WITNESS WHEREOF, THE SAID CITY OF BOULDER HAS CAUSED ITS SEAL TO BE HEREUNTO AFFIXED BY ITS CITY MANAGER THIS _____ DAY OF _____, 20____.

ATTEST:

NO
TA
RY
PU
BLI
C

PROJECT FACT SHEET

For Land Use Review Applications

Accurate and complete information about a project is integral to a timely and thorough city review.

Please type or print complete answers to the items listed under the boxes that relate to your project. While some of this information may be included on the project site plans or discussed in the written statement, please also enter it here. If you choose to recreate this document, please only include the items that relate to your project. An electronic version of this document is available on the Web at www.boulderplandevlop.net

ALL PROJECTS

Key Information

Subject property address/location: _____

Owner name and address: _____

Legal Description (or attach): _____

Age of existing structures: _____

Size of site in square feet and acres. Gross: _____

Net (after public dedications): _____

Current Zoning Designation: _____

For rezoning and annexation applications,
Proposed Zoning Designation: _____

Boulder Valley Comprehensive
Plan Land Use Designation: _____

Previous Approvals (specify
project name, review type): _____

Solar Access Area Designation (circle one): Area I Area II Area III

Does the project include the demolition of any structures? Yes No
If yes, what year was the structure built? _____

Please list any requested variations to the land use regulations (specific variance information is requested later in the project fact sheet):

Wetland area	
Airport Influence Zone	
Historic landmark designation/district	
Boulder Valley Regional Center (BVRC)	
100 Year Flood Zone	
North Boulder Subcommunity Plan	
CAGID parking district	
UHGID parking district	
Other local improvement district	

Please describe the proposed use(s) of the property, including activities conducted on site, number of seats, number of guest rooms, number of residents, number of employees, hours of operation and any other unique operating characteristics. Also, please specify which land use category(ies) in the Schedule of Permitted Land Uses (Section 9-6-1) that most closely describes the proposed use:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings on the paper.

Are existing buildings hooked-up to city water?	Yes	No
Are existing buildings hooked-up to city sewer?	Yes	No
Are there city water mains adjacent the property?	Yes	No
Are there city sewer mains adjacent the property?	Yes	No
Please name any utility districts that currently serve the property: _____		

Parking

Total # off-street parking spaces *existing*

standard size _____(dimensions: 9' x 19')
small car _____(dimensions: 7'9" x 15')
accessible _____(dimensions:12'x19'+3')
bicycle _____(type:_____)
other _____(dimensions:_____)

TOTAL _____

Total # off-street parking spaces *proposed*

standard size _____ (dimensions: 9' x 19')
 small car _____ (dimensions: 7'9" x 15')
 accessible _____ (dimensions: 12'x19'+3')
 bicycle _____ (type: _____)
 other _____ (dimensions: _____)

TOTAL _____

Specify % of parking reduction requested _____% _____ spaces where _____ are required

Specify % of parking deferral requested _____% _____ spaces where _____ are required

Setbacks

Certain streets are categorized in the city code as Major Streets and have more restrictive setback requirements.

Does your property abut a Major Street? Yes No

What is the setback requirement? _____

Are any setback variations requested? Yes No

Please specify request: _____feet for the _____yard setback, where _____feet is required
 _____feet for the _____yard setback, where _____feet is required
 _____feet for the _____yard setback, where _____feet is required
 _____feet for the _____yard setback, where _____feet is required

Are you requesting any other variations to the Land Use Regulations? Yes No

If so, please list the specific variation(s) requested:

[illegible]

Projects with residential dwelling units (existing or proposed)

	Existing	Proposed
Total # of lots	_____	_____
Size of lots	_____	_____
Total # of buildings	_____	_____
Size of each building	_____	_____
	_____	_____
	_____	_____
Total # of dwelling units	_____	_____
Total # of kitchens	_____	_____
Total floor area	_____	_____
Number of stories	_____	_____
Maximum building height	_____	_____

	Existing	Proposed	Floor Area/unit
Specify the number of units with each bedroom configuration.	_____ ELU*	_____ ELU*	_____ ELU*
	_____ 1 BR	_____ 1 BR	_____ 1 BR
	_____ 2 BR	_____ 2 BR	_____ 2 BR
	_____ 3 BR	_____ 3 BR	_____ 3 BR
	_____ 4 BR	_____ 4 BR	_____ 4 BR
	_____ other	_____ other	_____ other

* *efficiency living unit*

Project density:	Existing	Proposed
Gross units/acre	_____	_____
Net units/acre	_____	_____
Lot area/unit	_____	_____
Total useable open space	_____	_____
Useable open space/unit	_____	_____
Floor area ratio	_____	_____

Is open space reduction requested**? (If yes, specify %) _____

** *Open space reduction requests may only be made for properties in the RH-1 or RH-2 zoning district.*

Projects with non-residential uses (existing or proposed)

	Existing	Proposed
Total # of lots		
Total # buildings		
Size of each building		
Total floor area		
Floor area ratio		
Total building coverage		
Number of stories		
Maximum building height		
Ratio of non-residential floor area to number of parking spaces		
Ratio of non-residential floor area to residential floorarea		

What type of building code occupancy classification is required? _____

Projects with a mix of non-residential and residential uses

In addition to the information above, please describe the proposed project, and any project characteristics or requested variations of the mixed-use project.

[illegible]

SIGN POSTING REQUIREMENTS APPLICANT'S ACKNOWLEDGMENT FORM

Required for Certain Land Use Review, Administrative Review, and Technical Document Review Applications

CITY CODE REQUIREMENT FOR SIGN POSTING OF LAND USE REVIEW APPLICATIONS -

Excerpt of Section 9-4-3(c), B.R.C. 1981: Public Notice of Application: The city manager will provide the following public notice of a development review application:

(1) Posting: After receiving such application, the manager will cause the property for which the application is filed to be posted with a notice indicating that a development review application has been made, the type of review requested, and that interested persons may obtain more detailed information from the planning department. The notice shall meet the following standards:

- (A) The notice shall be placed on weatherproof signs that have been provided by the City and placed on the property that is the subject of the application.
- (B) All such notice shall be posted no later than ten days after the date the application is filed to ensure that notice is posted early in the development review process.
- (C) The signs shall be placed along each abutting street, perpendicular to the direction of travel, in a manner that makes them clearly visible to neighboring residents and passers-by. At least one sign shall be posted on each street frontage.
- (D) The signs shall remain in place during the period leading up to a decision by the approving authority, but not less than ten days.
- (E) On or before the date that the approving authority is scheduled to make a decision on the application the city manager will require the applicant to certify in writing that required notice was posted according to the requirements of this section.

I, _____, am filing a Land Use Review or Technical Document Review
(PRINT NAME OF APPLICANT OR CONTACT PERSON)
application [on behalf of the property owner(s)] _____ for property located
(PRINT NAME OF OWNER(S) IF OTHER THAN APPLICANT/CONTACT)
at _____. I have read the city's sign posting requirements above and acknowledge and
(PRINT PROPERTY ADDRESS OR LOCATION)
agree to the following:

1. I understand that I must use the sign(s) that the city will provide to me at the time that I file my application. The sign(s) will include information about my application and property location to provide required public notice.
2. I am responsible for ensuring that the sign(s) is posted on the property described above in such a way that meets the requirements of Section 9-4-3(c), B.R.C. 1981 (listed above), including visibility of the sign(s) and time and duration of the sign(s) posting, and including reposting any signs that are removed, damaged, or otherwise displaced from the site. As necessary, I shall obtain a replacement sign(s) from the city for reposting.
3. I understand that certain future changes to my application, including but not limited to, changes to the project description or adding a review type, may require that I post a new sign(s). The city will notify me if such a reposting is required and provide me with a necessary replacement sign(s).
4. I understand that failing to provide the public notice by sign posting required by the city's land use regulation may result in a delay in the city's issuing a decision or a legal challenge of any issued decision.

NAME OF APPLICANT OR CONTACT PERSON

DATE

Please keep a copy of this signed form for your reference. If you have any questions about the sign posting requirements or to obtain a replacement sign, please call 303-441-1880.